



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Analyst Trainee [Classified Non-Competitive]			Salary P95 \$45,521.43 - \$47,579.48
Posting Number 233-22	Position Number 947491	Number of Positions 1	Posting Period * From: 03/09/2022 To: 03/23/2022
Location: Health Facility Survey & Field Operations Operations and Budget Program 120 So. Stockton Street Trenton, NJ 08625			Scope of Eligibility/Open to: Applicants who Meet the Requirements
GENERAL DESCRIPTION			
<p>The selected candidate will be trained to evaluate and process the revenue collected by and the purchases required to support the Divisions that license, inspect and enforce state and federal regulations on more than 5,000 licensed health care facilities. In addition, the selected candidate will learn to prioritize and process requests to purchase equipment, supplies and travel, research items and the appropriate contract or procedure to buy them according to Treasury rules. Learns to interpret Treasury guidance, use state purchasing systems, interact with vendors, resolve problems, check deliveries and deliver equipment and supplies to staff through appropriate channels. Reconciles deposits monthly. Resolves overpayments, bounced checks, or other problems. Learns to manage the annual state appropriations for two Divisions to cover purchases and request funding to cover expenses as needed. Designs procedures and strategies for budget preparation, purchasing and revenue reconciliation. Manages the documents for all transactions according to retention guidelines.</p> <p>NOTE: Appointees who successfully complete the 12-month training period will be eligible for advancement to one of the following titles under Civil Service Commission procedures: Fiscal Analyst; Operations Analyst; Procedures Analyst; Administrative Analyst 1; Examiner 1, Credentials; Property Management Services Specialist 1, Research Analyst 1, Report Examiner, Procurement Specialist 3 or Administrative Analyst 1, Information Systems. The inability of an employee in this title to attain a level of performance warranting advancement to one of the titles listed above shall be considered as cause for separation.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.</p> <p>LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.</p>			
IMPORTANT FILING INSTRUCTIONS			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> Forward the required documents electronically to: PSTHFEL@doh.nj.gov Mail the required documents to: Christine Howley, Executive Assistant 3 Health Facilities Evaluation and Licensing Reference Posting #233-22 New Jersey Department of Health PO Box 367 Trenton, NJ 08625-0367 <p>Required documents:</p> <ul style="list-style-type: none"> cover letter resume completed application, found at: http://www.nj.gov/health/forms/dpf-663.pdf <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
 - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
 - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
 - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
 - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
 - **The New Jersey Department of Health is an Equal Opportunity Employer.**
 - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*